

## MANSFIELD TOWNSHIP COMMITTEE MEETING

February 21, 2017

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters  
Mrs. Kocher absent.

Salute to the flag was done by all.

### APPROVAL OF THE MINUTES:

Mrs. Mora Dillon made a motion to approve the minutes from the February 8, 2017 meeting, which was seconded by Mr. Ron Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon  
Nays: None  
Abstain: None  
Absent: Mrs. Kocher

Mr. Misertino requested a change to the wording re: signage at Mt Bethel Church being directed by our Chief since the Chief was only posed a question which he answered.

Mr. Misertino made a motion to approve the minutes with the above correction from the February 8, 2017 meeting, which was seconded by Mr. Ron Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon  
Nays: None  
Abstain: None  
Absent: Mrs. Kocher

Mrs. Mora Dillon made a motion to approve the Executive Session minutes from the February 8, 2017 meeting, which was seconded by Mr. Ron Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon  
Nays: None  
Abstain: None  
Absent: Mrs. Kocher

### BILL LIST:

Mrs. Mora Dillon made a motion to approve the bill list, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon  
Nays: None  
Abstain: None  
Absent: Mrs. Kocher

PRESENTATION OF AWARDS:

JR. Streaks Cheerleading Team

Mrs. Mora Dillon read the Jr. Streaks accomplishment, introduced cheer competition video after which certificates were presented.

CLERKS REPORT:

Ms. Hrebenak had nothing to report.

FINANCE REPORT:

Mr. Misertino provided a finance summary the AFS has been completed and filed, the budget accounts are being reconfigured in Edmunds, and the 2017 budget is being prepared and we should be able to introduce by the middle of March.

PUBLIC PORTION:

Mrs. Adasavage, Snyder Road, asked Mayor Watters why the Health Department information was able to be given to the media but not to the people at the meeting.

Mayor Watters stated that he was not on site so he was not sure what the material was.

Mrs. Adasavage asked why Mr. Watters didn't have the information available.

Mrs. Adasavage asked if there was an update from the DEP or Health Dept.

Ms. Hrebenak stated we have nothing official in writing from the Board of Health.

Mr. Minter asked who it is that authorized the material to be used at the Mount Bethel Church.

Mayor Watters stated that the Township Committee made a motion to remove the kitchen in the back of the church and filling the hole after the concrete was patched where the kitchen opening was.

Mr. Misertino commented remembering removing the kitchen addition knowing that the hole would have to be filled but nothing about with what material.

Mr. Minter just wants to know who authorized the fill of that hole at the Mount Bethel Church with RAP material.

Mr. Minter asked where we are with the salt shed.

Mr. Hayes stated that he received a notice from the DPW supervisor that they removed the remaining top blocks, filled the voids and will put the blocks back tomorrow.

Mr. Minter asked for a final list of expenditures on the salt shed and timeline whether this fix worked which presumably will be available for the next meeting.

Mr. Minter asked about the last meeting's Executive Session regarding a personnel issue about a Committee person.

Ms. Campbell explained that it was regarding the Township Committee and how Committee people communicate

information and legal advice of what they can and can't do not about individual members.

Mr. Misertino made a phone call to the paving company who were asked as a favor to deliver the material.

Ms. Hrebenak explained that the material will more than likely need to be excavated and taken to a facility, although not considered hazardous material, per two authorized people. Once the information is received in writing it can be distributed so there is no longer any misinformation.

Mr. Minter believed that everyone is doing their own research to find out the facts in the absence of Committee information. The priority seems to be signage versus the material a hole was filled with.

Chief Jeffery Steih, Mansfield Fire, reported to the Township Committee in regards to the tanker that is at Fire and Safety. Chief Steih provided a list of deficiencies found during the repair process which can be fixed in house when back.

Mrs. Thompson, Port Murray, asked what the townships protocol for their junkyard license renewal is.

Ms. Campbell, Esq. indicated that based on today's Court proceedings it will be tabled until next meeting.

Ms. Griggs asked why the Township Committee meeting was rescheduled from Wednesday to tonight.

Mayor Watters indicated there was a conflicting meeting of the Warren County Republican Party.

Ms. Griggs questioned when was the meeting re-schedule discussed.

Ms. Hrebenak noted it was a motion during a regular meeting.

Ms. Griggs asked if microphones could be utilized so everyone can hear.

Ms. Griggs asked about a newspaper notice misspelling, date issues and web updates.

Ms. Griggs asked about web site errors that were sent and have not been corrected. What is the oversight process for these things that are pushed out to public to make sure the information is correct.

Mayor Watters will get back to Ms. Griggs.

Ms. Griggs mentioned that the Health Dept told her that the communication verbiage had been given to the Clerk regarding the church

Ms. Hrebenak stated she was told by BOH not to release it until the paperwork was received

Ms. Griggs cited the exit interview process from the Employee Handbook and asked Ms. Mora Dillon regarding benefits discussion.

Ms Hrebenak indicated the assistant handled all benefits paperwork.

Ms. Mulvihill, Valley Road, commended Mr. Hayes for his work on the salt shed.

Ms. Mulvihill asked how many OPRA requests did Mr. Misertino receive in 2016.

Mr. Misertino stated that he receives requests from Ms. Hrebenak and then gets the required information to her.

Ms. Mulvihill sees the recognition for the cheerleaders and Boy Scouts and hopes that positive Township commendations continue to help build a better community.

RESOLUTION:

**RESOLUTION NO. 2017 - 39**

**A RESOLUTION AUTHORIZING THE CANCELLATION OF A STALE CHECK FROM UNITY BANK FOR  
THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,  
STATE OF NEW JERSEY**

**WHEREAS**, a check issued by the Township of Mansfield for more than a year ago, more particularly set out below as the Check Date, Check Number, and Amount, has never been presented for payment; and

**WHEREAS**, this outstanding check, cause additional work and expense in keeping the books of Mansfield Township;

**NOW, THEREFORE BE IT RESOLVED**, by the Township of Mansfield Committee that the Finance Department is authorized to cancel the following stale check and to adjust the financial records to reflect the same.

<b>CURRENT ACCOUNT</b>	<b>DATE</b>	<b>CHECK #</b>	<b>AMOUNT</b>
Morris County Public Safety Training Academy	11/12/14	01504	\$ 100.00
		<b>TOTAL</b>	<b>\$ 100.00</b>

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-39, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Abstain: None

Absent: Mrs. Kocher

**RESOLUTION 2017- 40**

**TONNAGE GRANT APPLICATION (2016)**

**WHEREAS**, The Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, It is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS,** The New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS,** The recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS,** A resolution authorizing this municipality to apply for the 2016 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycle and to indicate the assent of the Township of Mansfield to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS,** Such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

**NOW THEREFORE BE IT RESOLVED** by the Township of Mansfield Committee of the Township of Mansfield that the Township of Mansfield hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates JoAnn Fascenelli, Certified Recycling Professional to ensure that the application is properly filed; and

**BE IT FURTHER RESOLVED,** that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Mr. Hayes made a motion to approve the passage of Resolution 2017-40, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters  
Nays: None  
Abstain: None  
Absent: Mrs. Kocher

#### RESOLUTION 2017-41

#### OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, that each check and warrant of the Township be signed by two of the following and that they hereby are authorized to sign same.

1. Mayor, Joseph Watters
2. Township Clerk, Dena Hrebenak
3. Deputy Treasurer, JoAnn Fascenelli

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-41, which was seconded by

Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Abstain: None

Absent: Mrs. Kocher

## **RESOLUTION # 2017-42 LIEN REDEMPTION**

### **TOWNSHIP OF MANSFIELD WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, the Tax Collector of the Township of Mansfield has advised the Committee that the following property has been redeemed and the money due thereon paid to the Township of Mansfield Tax Collector;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 21<sup>ST</sup> day of FEBRUARY 2017, that payment is to be made to the certificate holder as noted:

<b>Block</b>	<b>Lot</b>	<b>Address</b>	<b>Lienholder</b>	<b>Cert#</b>	<b>TOTAL REFUNDED</b>	
1602	6	209 Main St	US Bank Cust BV002 Trst & Crdt 50 S 16 <sup>th</sup> St, Ste 2050 Philadelphia, PA 19102	15-00014	\$ 27,582.62 \$ 28,100.00	Lien Premium
1701	13.11	25 Ryan Way	FWDSL & Associates LP 17 W Cliff St Somerville, NJ 08876	16-00051	\$ 26,664.01 \$ 68,200.00	Lien Premium

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-42, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Abstain: None

Absent: Mrs. Kocher

### **2017-43 TOWNSHIP OF MANSFIELD**

Resolution appointing a Sustainability Subcommittee "Green Team" as part of the Mansfield Township Environmental Commission

**WHEREAS**, The Township Committee of the Township of Mansfield strives to save tax dollars, assure

clean air and water, improve working and living environments, to build a community that is sustainable economically, environmentally and socially; a community which would thrive well into the new century; and

**WHEREAS**, the Township Committee of the Township of Mansfield wishes to build a model of government which benefits our residents now and far into the future with green community initiatives which are easy to replicate and affordable to implement; and

**WHEREAS**, in an attempt to focus attention on “Green” issues, the Township Committee has, through prior resolution passed on July 14, 2010, established a Sustainability Subcommittee as part of the Mansfield Township Environmental Commission, also to be known as the “Green Team;” and

**WHEREAS**, the Township Committee of the Township of Mansfield wants to continue the process of focusing on “Green” issues by starting with audits of municipality facilities and operations.

**WHEREAS**, the Township Committee of the Township of Mansfield desires to continue the process of making its operations greener, more environmentally friendly, and more energy efficient;

**WHEREAS**, alternative power sources, changes to fleet purchasing and maintenance, water quality improvements, and operational changes will all be considered as the Township moves to do their share to lessen the environmental impact of its operations.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield that we do hereby establish an Environmental Commission Sustainability Subcommittee “Green Team” consisting of six (6) members who shall be residents or employees of Mansfield Township, appointed annually, for a term of one (1) calendar year.

**NOW THEREFORE BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Mansfield that the Mission, Goals and Objectives for the Green Team are established as follows:

**Mission**

The Mansfield Township Green Team will advise the township committee on ways to improve municipal operations with “Green” initiatives which are economically and environmentally sound through research and evaluation.

**Goals**

Maintain certification as a “Green” municipality by the Sustainable Jersey program through completion of projects and initiatives that are part of that program.

Apply for applicable grants and financial aid available through the Sustainable Jersey program for projects and initiatives that would assist the township in meeting its goal as a green community and for the benefit of all its citizens.

**Objectives**

1. Collaborate with township employees, service providers and other governmental agencies to share resource information and ideas consistent with the Mission of the Green Team.
2. Encourage participation of all township employees to solicit ideas on green initiatives that are consistent with the Sustainable Jersey program.
3. Research and analyze green initiatives which make practical environmental and financial sense.
4. Develop strategies for sustainable green initiatives in municipal operations.

**NOW THEREFORE BE IT FINALLY RESOLVED**, by the Township Committee of the Township of Mansfield that the following persons are hereby appointed to the Green Team for the year 2017:

<b>NAME</b>	<b>POSITION</b>	<b>REPRESENTATIVE</b>
JoAnn Fascenelli	Regular Member MT	Certified Recycling/Clean Communities
Michael Misertino	Regular Member MT	Township Committee

Robert Jewell	Regular Member MT	Environmental Commission
Dawn Smith	Regular Member MT	Environmental Commission
Connie Andershonis	Regular Member	Citizen Representative
Heather Hamilton	Regular Member	Citizen Representative

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-43, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters  
 Nays: None  
 Abstain: None  
 Absent: Mrs. Kocher

**RESOLUTION NO: 2017- 44**  
**Mansfield Township, Warren County, New Jersey**

**RESOLUTION OF THE TOWNSHIP COMMITTEE AUTHORIZING AND SUPPORTING THE SUBMISSION OF SUSTAINABLE JERSEY® GRANT TO UPDATE THE TOWNSHIP'S ERI**

**WHEREAS**, the Township of Mansfield, in the County of Warren, State of New Jersey, a sustainable community, seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

**WHEREAS**, the Township of Mansfield strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

**WHEREAS, Mansfield Township is participating in the Sustainable Jersey Program and achieve Sustainable Jersey Bronze recertification in 2015; and**

**WHEREAS, the Township of Mansfield is continuing participation in the Sustainable Jersey program;**

**WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants funded by PSEG Foundation;**

**THEREFORE, the Mansfield Township Committee has determined that Mansfield Township should apply for a \$20,000 project grant to update the Township's Environmental Resources Inventory (ERI) in the 2017-2018 PSE&G funded cycle of the Sustainable Jersey Small Grants Program.**

**THEREFORE, BE IT RESOLVED**, that The Township Committee of the Township of Mansfield, Warren County, State of New Jersey, wishes to apply for the Project Grant in the amount of \$20,000 and that the submission of the grant application is hereby approved.



Mayor Watters wanted clarification of the Township's monetary responsibility

Dawn Smith, Environmental Commission, explained the \$12,350 in kind services is for volunteer hours which should show as \$0 in Other Funding column so the only monetary commitment from the Township is for Engineering costs at \$1,000.

Mr. Misertino made a motion to approve the passage of Resolution 2017-44, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Abstain: None

Absent: Mrs. Kocher

ORDINANCE:

1<sup>st</sup> Reading:

**ORDINANCE 2017-02**

**ORDINANCE TO CANCEL CAPITAL ORDINANCES OF THE TOWNSHIP OF  
MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

**WHEREAS**, there exists full-funded ordinances on the balance sheet of the General Capital Fund; and

**WHEREAS**, the fund creating these ordinances has been investigated and it has been determined that these ordinances are no longer needed and should be canceled;

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, that the following ordinances in the total amount of \$ 630.07 are hereby canceled to Capital Surplus.

Ordinance CA-2009-04

Purchase of Office Equipment	\$ 130.01
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Ordinance CA-2013-02

Purchase of Mig Welder	\$ 500.06
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The above Ordinance was introduced on First Reading by the Mayor and Township Committee of the Township of Mansfield, Warren County, New Jersey at a regular meeting held on February 21, 2017 and will be considered for Final Reading and adoption at a public hearing to be held March 8, 2017 at 8:00 p.m. at the

Municipal Building, 100 Port Murray Road, Port Murray, New Jersey at which time the public may comment.

Mrs. Mora Dillon made a motion to approve the introduction of Ordinance 2017-02 and requested that the public hearing be held on March 8, 2017 at 8pm, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Abstain: None

Absent: Mrs. Kocher

2<sup>nd</sup> Reading:

Mrs. Mora Dillon made a motion to open for public comment.

Mayor Watters closed public portion.

#### **ORDINANCE 2017-01**

#### **ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 5, ARTICLE III, SECTIONS 5-17 AND 5-19, ENTITLED "ECONOMIC AND INDUSTRIAL DEVELOPMENT ADVISORY COUNCIL".**

**WHEREAS**, the Township previously created an entity known as the Economic and Industrial Development Advisory Council of the Township of Mansfield; and

**WHEREAS**, the Economic and Industrial Development Advisory Council of the Township of Mansfield has requested that the word "Industrial" be removed from the name of the Council; and

**WHEREAS**, the Code presently designates the Mayor as a non-voting ex-officio member of the Council; and

**WHEREAS**, it is the desire of the Township Committee to amend the Ordinance to allow the Mayor the option of appointing a designee to serve on the Council; and

**WHEREAS**, the Township Committee believes it is in the best interest of the residents of Mansfield Township to remove the word "Industrial" from the name of the Council and allow the Mayor the option to appoint a designee to serve on the Council;

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

**SECTION 1.** Chapter 5, Article III, Section 5-17 of the Code of the Township is hereby amended to delete "Industrial" from the name of the Council.

**SECTION 2.** Chapter 5, Article III, Section 5-19 of the Code of the Township of Mansfield is hereby amended as follows:

The Advisory Council shall consist of seven members including the chairman, who shall be appointed by the Mayor with the advice and consent of the Township Committee. A member shall serve for a three-year term provided that the members first ap-

pointed to the Advisory Council shall serve for terms of: Two for one year, two for two years and three for three years. The Mayor, or his designee, shall serve as a non-voting ex-officio member.

**SECTION 3.** All ordinances or parts of ordinances which are consistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies only.

**SECTION 4.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 5.** This Ordinance shall take effect after final passage and publication in accordance with the law.

Mr. Hayes made a motion to approve the passage of Ordinance 2017-01, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Abstain: None

Absent: Mrs. Kocher

**COMMITTEE PERSON COMMENTS:**

Mayor Watters appointed Mr. Cruts as a member of EDAC.

Mayor Watters asked about cleaning service renewal, are we staying with who we have presently.

Mrs. Mora Dillon asked about adding cleaning at DPW for \$300/month.

Mrs. Mora Dillon made a motion to approve continuing with the cleaning people services including DPW, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon

Nays: None

Abstain: None

Absent: Mrs. Kocher

Mr. Misertino made a motion to approve the Honeywell maintenance contract for one year, which was seconded by Mr. Ron Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon

Nays: None

Abstain: None

Absent: Mrs. Kocher

Mrs. Mora Dillon will be attending the March 29 at 7pm Scenic Byway meeting as Township Representative.

Mr. Hayes attended DOT pre-construction meeting for Rt. 57 Claremont to Port Murray Rd. Paving will be at night, tree trimming during the daytime.

Mr. Hayes had a request from DPW Supervisor for business hours sign at the DPW building.

Mrs. Mora Dillon made a motion to approve a sign at DPW building, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon

Nays: None

Abstain: None

Absent: Mrs. Kocher

Mayor Watters mentioned there would be two Tree Trimming companies working in the Township March through May who will coordinate their truck parking through Ms. Hrebenak the locations that we were thinking were possibly the DPW and the park.

Mrs. Mora Dillon mentioned there were parking issues last year at the park which may interfere with softball.

Mr. Misertino requested that these companies understand if they damage any property they are responsible for repairs

Mr. Hayes made a motion to enter into executive session at 8:52pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon

Nays: None

Abstain:

Absent: Mrs. Kocher

Mr. Hayes made a motion to return from executive session at 9:01pm, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon

Nays: None

Abstain:

Absent: Mrs. Kocher

Roll Call: Mr. Misertino, Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Mrs. Kocher absent

Ms. Campbell, Esq. stated that during Executive Session to discuss prior engineer's contract, copies of these minutes will be available as soon as the Committee feels they are no longer a harm to the public interest.

Mr. Hayes made a motion to approve what was discussed in executive session regarding Engineer, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mayor Watters, Mrs. Mora Dillon

Nays: None

Abstain:

Absent: Mrs. Kocher

Mrs. Mora Dillon mentioned the NJ Association for Gifted Children honored Mansfield Elementary's teacher, Mrs. Baker as Teacher of the Year, and Superintendent, Mr. Kemp as Administrator of the Year.

Mayor Watters made a motion to adjourn 9:02pm, which was carried by all.